

**MINISTRY DESCRIPTION FOR PART-TIME MUSIC DIRECTOR  
NEW HOPE LUTHERAN CHURCH**

**ESSENTIAL FUNCTIONS**

- Conduct vocal and handbell choirs in accordance with a seasonal schedule and the groups' abilities
- Maintain music resource office, music files and choir folders
- Oversee handbell maintenance
- Provide music schedule to choirs, pastor, and accompanist(s)
- Establish and maintain clear communication with Church Musician
- Attend Worship & Music team meetings as called by the committee chair
- Provide Personnel team with a summary of choir activities for annual evaluation
- Ensure musical selections have appropriate copyright permissions
- Facilitate special solo/ensemble music (instrumental and/or vocal)
- Coordinate with Church Musician for tuning and maintenance of pianos and organ
- Coordinate with cantors on weekly schedule and new music/liturgy

**QUALIFICATIONS**

- Formal training as a music educator/director is required
- Familiarity with Lutheran worship practices is preferred
- Successful applicant will be expected to be present for all regular worship services and special seasonal services during the program year (September – May) when choir/bells are scheduled

**SALARY** – Dependent upon experience

Approved by Church Council: 6/18/2024